

**M e m o r a n d u m**

Date: October 26, 2009

To: Office of Employee Relations  
Attention: Captain S. L. Silsbee

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.A07146.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on September 10, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 34 items (a). The statistically-valid sample at a 95 percent confidence level  $\pm$  5 percent error rate provided a total sample size of 25 items. Each OPI inventory list was stratified [(b) x 25= (c)] and the results rounded to the nearest whole number (d) to ensure all inventory lists were proportionally represented in the statistically-valid sample.

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
<b>ICU Decals</b>	18	52.94%	13.24	13
<b>Telecommunications</b>	11	32.35%	8.09	8
<b>Fleet</b>	1	2.94%	0.74	1
<b>Weapons</b>	4	11.76%	2.94	3
<b>Total</b>	34			25

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When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, all 25 items were located.

When comparing equipment assigned to the command to the OPI inventory lists, 7 of the 11 items reconciled. Four of the items were not listed on the appropriate OPI inventory lists. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through the Office of the Commissioner by January 26, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

  
M. C. A. SANTIAGO  
Assistant Commissioner

Attachments

cc: Office of the Commissioner  
Fiscal Management Section  
Telecommunications Section  
Office of Inspections, Audits Unit

# ATTACHMENT A

**OFFICE OF INSPECTIONS, AUDIT UNIT**  
**PROPERTY INSPECTION DISCREPANCY REPORT**  
Office of Employee Relations  
September 8, 2009

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
COPIER	I50479		X				Item located on-site in Area. Database lists item at 041/Information Technology Section.
SCANNER	163112		X				Item located on-site in Area. Database lists item at 005/Office of the Inspector General.
Hand-Held Radio	R65258		X				Item located on-site, 2009 Certification memorandum and CHP 331 attached. Database listed item at 005/Office of the Inspector General.
Hand-Held Radio	R69358		X				Item located on-site, 2009 Certification memorandum and CHP 331 attached. Database listed item at 005/Office of the Inspector General.

# ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL**  
**2009 ICU PROPERTY RECORD INSPECTION REPORT**  
**Office of Employee Relations**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>								
1 106186	TELEVISION RECEIVER MONITOR 27" 001D701	17226864	X					
2 128148	PRINTER	USJNK19665	X					
3 142281	DVD PLAYER	170K1698	X					
4 143772	PRINTER COLOR LASERJET 4700DN	JPLLB31289	X					
5 163376	PROJECTOR LCD		X					
6 164679	COMPUTER	MXL8330JKK	X					
7 164680	COMPUTER	MXL8330JMG	X					
8 164681	COMPUTER	MXL8330JM9	X					
9 164682	COMPUTER	MXL8330JKF	X					
10 164683	COMPUTER	MXL8330JL8	X					
11 164684	COMPUTER	MXL8330JDZ	X					
12 165884	LAPTOP	4691733	X					
13 75751	RECORDER PORTABLE DICTATION ONLY MOD 22 91694		X					
<b>EQUIPMENT TO INVENTORY LIST</b>								
1 138870	COPIER DIGITAL	56002203	X					
2 143591	COMPUTER	2UB54608X0	X					
3 164685	COMPUTER	MXL8330JCW	X					
<b>EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)</b>								
4 150479	COPIER					X		Item located on-site in Area. Database lists item at 041/Information Technology Section.
5 163112	SCANNER					X		Item located on-site in Area. Database lists item at 005/Office of the Inspector General.

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

# ATTACHMENT C

**CALIFORNIA HIGHWAY PATROL**  
**2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT**  
**Office of Employee Relations**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>										
1 R100652	Cellular Telephone	SILSBEE		07612888167	X					
2 R43103	Mobile Radio	3QDY764	5MIS408	9541705	X					
3 R71676	Battery Charger - Radio		email Reor		X					
4 R89125	Control Head - Mobile	3QDY764	5MIS408		X					
5 R94238	Cellular Telephone		email Reor	04406066840	X					
6 R99889	Cellular Telephone		email Reor		X					
7 R99890	Cellular Telephone		email Reor		X					
8 R99891	Cellular Telephone		email Reor		X					
<b>EQUIPMENT TO INVENTORY LIST</b>										
1 R44368	Mobile Repeater	3QDY764	5MIS408	7545994	X					
2 R67470	Hand-Held Radio	10078	MM 08-084	402AXA4221	X					
3 R99873	Cellular Telephone		email Reor		X					
<b>EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)</b>										
4 R65258	Hand-Held Radio							X		Item located on-site, 2009 Certification memorandum and CHP 331 attached. Database listed item at 005/Office of the Inspector General.
5 R69358	Hand-Held Radio							X		Item located on-site, 2009 Certification memorandum and CHP 331 attached. Database listed item at 005/Office of the Inspector General.

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION



# ATTACHMENT D

STATION	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL	PM LOC
007	Y 300Y764	5MIS408	COMMANDER VEHICLES	2005	FOR	CRNVTC	001

Page Number: 1

If any vehicles have been transferred - attach CHP 57 form(s)

VERIFIED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMANDER'S SIGNATURE : \_\_\_\_\_

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

# ATTACHMENT E

Department of California Highway Patrol  
 Complete Area Inventory  
 007 - Office of Employee Relations

August 20, 2009

Officer Issued Weapons

Issued to officer

ID# Last NameFirst NameSer#Control#Comments

Issued to officer:

Issued to officer

ID# Last NameFirst NameSer#Control#Comments

Issued to officer:

Officer Issued Weapons Total:

Area Grand Total:

## LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION



007-01

**Item Number**

**Look up by**

☒ Tag #   ☐ Serial #

Look up

**Asset Information**

**Asset #** 150479

**SN** MMQ00048

**Model #** IR C3380IG

**Description** COPIER BLACK & WHITE / COLOR

**Vendor Name** OFFICE SUPPLIES UNLI

**Warranty End**

**Asset Key** COPIER BLACK & WHITE / COLOR.IR C3380IG.NONE

**Location** 041.00.00.0

**Vehicle #**

**Assigned to Vehicle LC#**

located on-site 007

9/8/09.

007-02

**Item Number**

**Look up by**

☒ Tag #   ☐ Serial #

Look up

**Asset Information**

**Asset #** 163112

**SN**

**Model #** 8270 SCANJET

**Description** SCANNER

**Vendor Name** WESTERN BLUE

**Warranty End**

**Asset Key** SCANNER.8270 SCANJET.NONE

**Location** 005.00.00.0

**Vehicle #**

**Assigned to Vehicle LC#**

Located on-site 007 - Copy Room

9/8/09

**M e m o r a n d u m**

007-03

Date: July 15, 2009

To: Telecommunications Section

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Office of Employee Relations (OER)

File No.: 007.13078.12374.08-128pg

Subject: RADIO EXTENDER ADJUSTMENT CERTIFICATION

While completing our annual inventory of radio extenders, it was determined that Captain Scott Silsbee and Lieutenant Phil Gonzales were inadvertently left on 005's (Assistant Commissioner, Inspector General) 2009 Radio Extender Inventory and assignment Report. This error must have occurred during the Department's reorganization. Prior to the reorganization OER was assigned location code 005, after the reorganization, OER was assigned location code 007. Consequently, Captain Silsbee and Lieutenant Gonzales were left off OER's 2009 Radio Extender Inventory and assignment Report (Sergeant Shawn Page, #10078 was correctly listed). Please make the aforementioned correction to OER's 2009 Radio Extender Inventory and assignment Report.

If you have any questions, please contact me at (916) 843-3100.



S. L. SILSBEE  
COMMANDER

*Safety, Service, and Security*



DATE	07-15-2009
LOCATION CODE	007
TELEPHONE NUMBER	<input checked="" type="checkbox"/> Public <input type="checkbox"/> CALNET
(916) 843-3100	

TO	FROM (COMMAND)	LOCATION CODE
Telecommunications Section	Office of Employee Relations	007
DATE PHYSICAL INVENTORY PERFORMED	PERSON CONDUCTING INVENTORY	TELEPHONE NUMBER <input checked="checked" type="checkbox"/> Public <input type="checkbox"/> CALNET
6-16-09	LT. Phil Gonzales	(916) 843-3100

☐ Report complete all - all items located ☐ Make changes listed below

**C = CORRECTION to PRINTOUT (Check Box in Appropriate Area)**

D = DELETION

**A = ADDITION**

T = TRANSFER

[illegible]

COMMANDER'S SIGNATURE

# 2009 RADIO EXTENDER INVENTORY AND ASSIGNMENT REPORT

Location	Employee Signature, ID#	R Number	Serial Number	Model
005	09263-SEP	R63584	402AWY1238	HT1000
	10469	R64552	402AWY7811	HT1000
	13078 <i>P. Boyle</i>	<i>✓OK</i> R65258	402AWY7501	HT1000
	09831	R68323	402AXE8935	HT1000
	12374 <i>Phil Duntalis</i>	<i>✓OK</i> R69358	402AXE7823	HT1000
	12713	R90423	355CEC0997	HT1000

AFTER RE-ORG, CER BECAME DOT. ACIG IS NOW ODS  
IT APPEARS OUR COMMANDS GOT MERGED. CER HAS THE  
FOLLOWING UNIFORMED EMPLOYEES ASSIGNED:

SCOTT SILSBEE	12374
PHIL DUNTALIS	13078
SHAWN PABE	10078

*P. Boyle LT 13078*  
SIGNATURE AND ID# OF PERSON  
CONDUCTING INVENTORY

*6-16-09*  
DATE

*[Signature]*  
COMMANDER'S SIGNATURE

*6-7-09*  
DATE

May 5, 2009

Item Number

Look up by

☒ Tag # ☐ Serial #

Look up

Asset Information

Asset # R65258

SN 402AWY7501

Model # HT1000

Description RADIO HT VHF P042872

Vendor Name

Warranty End

Asset Key RADIO HT VHF P042872.HT1000.NONE

Location 005.00.00.0

Vehicle # 13078

Assigned to Vehicle LC#

located on-site 007 ID# 13078

9/8/09

**Item Number**

**Look up by**

☒ **Tag #**   ☐ **Serial #**

**Look up**

**Asset Information**

**Asset #** R69358

**SN** 402AXE7823

**Model #** HT1000

**Description** RADIO VHF 16 CHANNEL H01KDC9AA3N P04287

**Vendor Name**

**Warranty End**

**Asset Key** RADIO VHF 16 CHANNEL H01KDC9AA3N P04287.HT1000.NONE

**Location** 005.00.00.0

**Vehicle #** 12374

**Assigned to Vehicle LC#**

located on site 007 ID# 12374  
9/8/09